

**Human Resource Office (HRO)  
State Military Reservation  
4 Pembroke Road  
Concord, NH 03301-5652**

ANNOUNCEMENT NUMBER **NH04 010**

DATE 14 January 2004

POSITION TITLE, SERIES/GRADE: **Traditional Commander Activity/State Partnership (TCA/SPP) Coordinator**

ACCEPTABLE GRADES: CPT/03 - MAJ/04 (senior 1LTs maybe)

FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY

THIS TOUR IS FOR 139 DAYS, may be extended to 179 days (tour period -March - September 2004)

NOTE: Individual chosen for this assignment by the NHNG, must also be approved by the United States Southern Command.

AREA OF CONSIDERATION: All New Hampshire Army/Air National Guard officers in the rank of 1LT/02 through MAJ/04.

CLOSING DATE: Friday, 30 January 2004

LOCATION: US Embassy, San Salvador, El Salvador

ASSIGNMENT: To the US Military Group, El Salvador

MAXIMUM RANK AND MOS: Maximum rank for this position is MAJ/04. This position is not AFSC/MOS specific.

FOR ADDITIONAL INFORMATION

Contact Celeste Frisella at commercial (603) 225-1332 or e-mail [celeste.frisella@nh.ngb.army.mil](mailto:celeste.frisella@nh.ngb.army.mil)

**INSTRUCTIONS FOR APPLYING**

Applicants should submit the following:

- Resume (include both civilian and military education and experience)
- Last two most current Officer Performance Rating/Evaluation
- Letter of recommendation from unit Commander

YOUR APPLICATION MUST CONTAIN AS A MINIMUM: Announcement number and title of the job you are applying for.

FAILURE TO SUBMIT THE ABOVE DOCUMENTS WILL CAUSE YOUR APPLICATION NOT TO BE CONSIDERED.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.**

MAIL RESTRICTION: Applications submitted at government's expense will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY: The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

**RESPONSIBILITIES:**

- Be assigned the mission of Traditional Commander Activities as a primary duty.
- Be assigned the mission of State Partnership Coordinator for the New Hampshire/El Salvador partnership.
- Support all missions as directed by the commander of the US Military Group in El Salvador.
- Be responsible for the administration, submission and daily execution of the TCA program within El Salvador.
- Develop desktop procedures, continuity files and record of events for the TCA program.

- Ensure that all issued fund cites are properly dispersed and required documentation for each event is forwarded to US Southern Command for reconciliation of issued fund cites.
- Provide monthly updates to the Southern Command J-5, TCA Coordinator.
- Ensure timely submission of all after-action reviews or reports within 20 days of TCA event execution.
- Act as escort officer for designated TCA events.
- Develop the annual TCA/SPP plan in accordance with country engagement plan.
- Act as Military Group Commander's point of contact for the country's TCA program.
- Perform all TCA/SPP duties in accordance with program objectives.

NOTE: Language skills in Spanish are desirable but not mandatory.

( Questions relating to this tour can be address to Col Mike Horne, 603-225-1336, NHNG SPP Coordinator )  
( or LtCol Nicole Bixler at 603-430-3322, ANG POC; or CPT Greg Heilshorn at 603-430-1340 )